

Special District: Lake County Resource Conservation District

**Address: 889 Lakeport Blvd.
Lakeport, CA 95453**

Phone: (707) 263-4180

Enterprise System Catalog:

SB 272 Government Code 6270.5 Compliance

Vendor: **Microsoft**

Product: **Office Suite**

System Purpose: For creating administrative documents and email management

Data Type: Agendas, minutes, spreadsheets, email correspondence, documents, reports, contracts

Custodian: No applicable

Frequency Collected: Daily

Frequency Updated: On demand (manual updates upon vendor release)

Vendor: **Intuit Quickbooks**

Product: **Quickbooks 2014**

System Purpose: Accounting software to track grant invoicing and budgets, vendor bills and payments, and personnel payroll

Data Type: Accounting

Custodian: Not applicable

Frequency Collected: As needed

Frequency Updated: On demand (automated)

Vendor: **Adobe**

Product: **Acrobat Pro 9**

System Purpose: Document imaging, editing, and management

Data Type: Portable Document Format (PDF)

Custodian: Not applicable

Frequency Collected: Daily

Frequency Updated: On demand (manual updates upon vendor release)

Vendor: **Environmental Systems Research Institute (ESRI)**

Product: **ArcGIS**

System Purpose: Geographical Information System (GIS) mapping software to collect and display spatial and tabular data

Data Type: Geodatabase and Shapefiles

Custodian: Information Technology Staff

Frequency Collected: Monthly (as needed)

Frequency Updated: On demand (manual updates upon vendor release)